

## **CITY OF BURBANK**

### **ENGINEERING AIDE**

#### **DEFINITION**

Under direct supervision, to perform entry level para-professional engineering work involving basic engineering knowledge and skills; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs routine work in plotting cross sections, profiles and contours; checks applications for permits and connections against departmental drawings and records; verifies existing improvements from maps; makes additions to maps; computes and indicates changes in lot lines on maps; computes changes or assessments from frontage or area; compiles data for plans, specifications, and reports; makes calculations using algebra and trigonometry; prepares maps, layouts, plans, and drawings from rough or detailed sketches or notes; traces drawings and maps; posts new data on maps and drawings; draws graphs and charts to illustrate statistical data; secures information from public records using knowledge of engineering terms and drafting.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of -drafting instruments, techniques, and practices; standard terminology, techniques, practices and equipment used in engineering surveying, drafting, hydrography, and inspection; algebra and trigonometry.
- Ability to - do data entry; use calculators to perform arithmetic computations quickly, neatly, and accurately; read and interpret maps and simple engineering drawings; sketch, trace, delineate and letter; follow oral and written instructions or an established procedure in performing a variety of simple tasks requiring careful execution; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Completion of two years' college course work (60 semester units) with emphasis in engineering or related subject with completion of course work in drafting, algebra and trigonometry with a grade "C" or better.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.